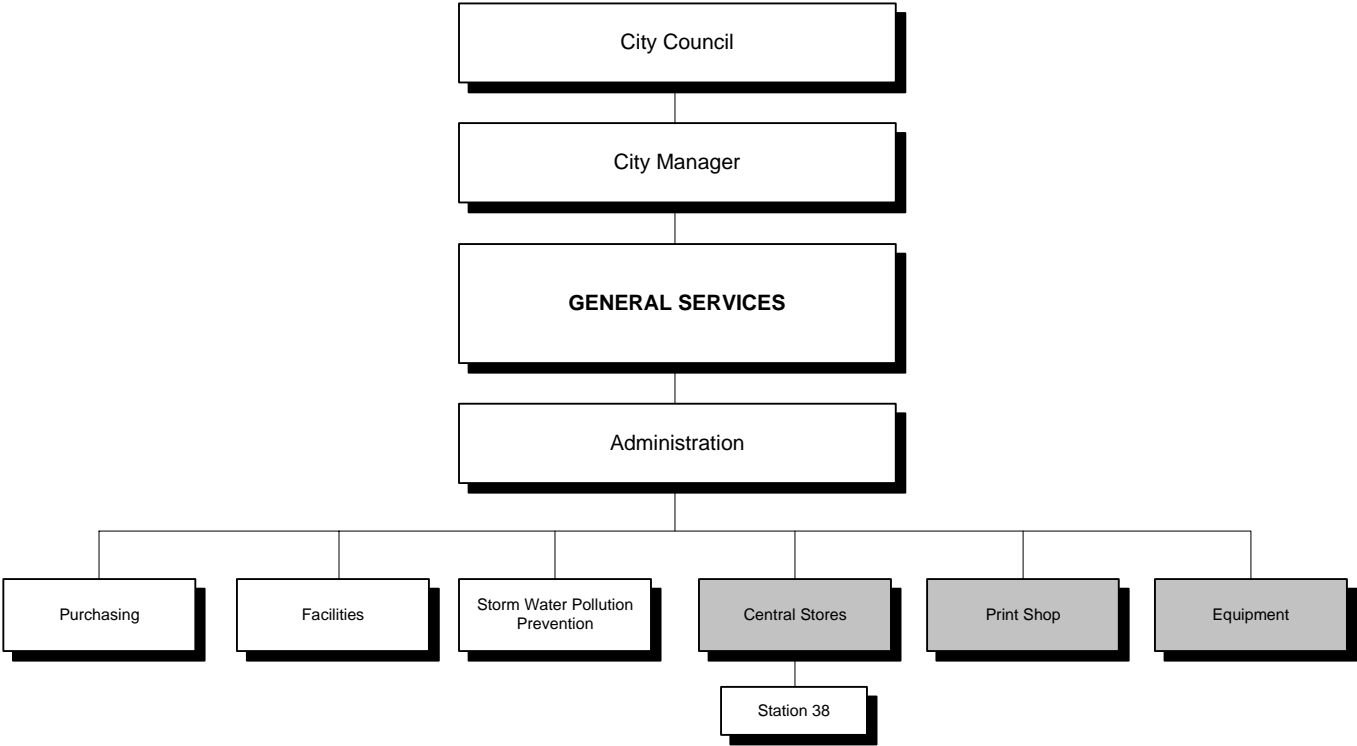


# General Services



To protect and preserve the health, safety and general well-being of the citizens of San Diego through the effective and efficient delivery of programs and services to keep our bays and beaches clean, maintain City buildings and facilities, procure and maintain the non-public safety vehicle fleet (plus lifeguard vehicles), procure goods and services for all departments, maintain and dispense necessary supplies, and provide printing capabilities to meet the needs of all departments.



# General Services

## Department Description

The General Services Department was formed in January 2001 combining the following divisions: Administration, Facilities, Purchasing, Storm Water Pollution Prevention, Central Stores, Equipment, and Print Shop.

## Milestones Met/Services Provided

Facilities has completed a detailed, on-site Deferred Maintenance Assessment of the City's 1,424 buildings. This is the first time an assessment of this type and scope has been performed this thoroughly and by City staff.

In the past several years Facilities has received additional allocations from the Mayor and City Council to decrease the deferred maintenance backlog. The additional funding, a cooperative effort among City departments, and accurate on-site inspection have resulted in a reduction in deferred maintenance needs of City facilities from an estimated \$90 million in 1998 to \$41 million (including Water and Sewer) in 2002.

In August 2001, the National Purchasing Institute awarded the prestigious Achievement of Excellence in Procurement Award to Purchasing for the first time. This award is designed to recognize organizational excellence in public procurement on a national level. It is awarded to those organizations that demonstrate overall excellence in 16 critical areas consisting of numerous sub-categories. Purchasing was recognized for excellence in procurement automation, e-Procurement through the Bid & Contract website and Purchasing's Internet site, and the educational level of staff.

Storm Water Pollution Prevention introduced an expanded education program that includes the production and airing of three *Think Blue* Public Service Announcements (in English and Spanish); launched a new website, [www.thinkbluesd.org](http://www.thinkbluesd.org), which contains information on ways people can help prevent storm

water pollution, educational resources for children, a video of the public service announcements, and the City's general storm water pollution video; and will have trained 100 percent of City employees during Fiscal Year 2002 in general storm water pollution prevention behaviors that can be adopted at work or home.

The Urban Runoff Management Plan (URMP) was unanimously approved by the City Council on January 28, 2002. The URMP combines public participation, education, enforcement of the Storm Water Ordinance, water quality monitoring, watershed planning, best management practices, and planning and development. The plan also incorporates a program assessment and fiscal analysis into its framework.

During its first full year of operation, the efforts of the Storm Water Pollution Prevention Division resulted in a 36 percent reduction of beach postings and closures.

In Fiscal Year 2002, the Central Stores Storeroom Operations Program, as a result of a Zero-Based Management Review (ZBMR) recommendation, successfully consolidated four storeroom operations into two operations, reducing staffing levels by three positions for an overall savings of \$128,490. Also, in Fiscal Year 2002, the Central Stores Mail Center Operation Program increased service to City departments by adding document insertion and folding services for City mailings, and utilizing technology to integrate variable document printing with insertion, folding and address management processes in order to eliminate the manual steps in creating a mailing.

As a result of a ZBMR review concluded in October 2000, Equipment, with the cooperation of customer departments, identified and removed 146 pieces of under-utilized fleet equipment, thus saving approximately \$950,000 in charges to customer divisions.

### Milestones Met/Services Provided (continued)

During Fiscal Year 2002, the acquisition process for the non-public safety vehicle fleet was restructured and has resulted in savings of \$2 million, which will accrue to the General Fund in Fiscal Year 2003.

In the 2000 ZBMR report, Print Shop was recognized as one of the most “well-run departments in the City.” Print Shop was also featured in the February 2002 edition of *In-Plant Graphics Magazine*, which recognized Print Shop as being one step ahead of its customers in its ability to anticipate the needs of its customers. Print Shop offers quick and economical solutions and suggestions.

Print Shop operates with environmental concerns at the forefront. Recycled paper and soy-based ink products are used 100 percent of the time.

### Future Outlook

Implementation of improved technology and a new work order management system will enable Facilities Division to utilize the existing work force more effectively to improve day-to-day maintenance service levels, thereby reducing deferred maintenance in the future.

Purchasing plans to upgrade the existing Online Procurement Information System to a web-enabled system including an online vendor registration and e-mail notification web-based service, online bid submission, shopping cart technology for end users, and online catalog capabilities. Purchasing also plans to enhance outreach efforts to foster equal opportunity for all vendors.

Storm Water Pollution Prevention plans to reduce beach posting and closure days by 50 percent by the year 2004. Storm Water Pollution Prevention is also working to obtain adequate funding to implement all phases of the URMP and comply with the updated Storm Water Discharge Permit.

For Fiscal Year 2003, Central Stores will enhance storeroom operational efficiencies and customer service by implementing bar code technology for inventory sales, receipts, and physical inventory counts. Central Stores will also continue with a second phase of storeroom consolidation with an opportunity to further reduce City staffing levels within the Storeroom Operation Program.

Print Shop is developing an Intranet site during Fiscal Years 2002 - 2003 to enable customers to send job requests via the web. Web-based online ordering will enable customers to create their own job tickets and, eventually, monitor the status of the job. A web-based imaging system is currently being tested.

# General Services

## Significant Budget Adjustments

Purchasing	Positions	Cost
<b>Personnel Expense Adjustments</b>	0.00 \$	38,026
Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Staffing to Support Police Department additions</b>	0.15 \$	9,577
Addition of 0.15 Procurement Specialist to support addition of 10.00 Police Officers in the Neighborhood Policing Program, which addresses public safety issues and problems contributing to crime in the City's neighborhoods.		
<b>Non-Discretionary</b>	0.00 \$	(6,888)
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
Administration	Positions	Cost
<b>Personnel Expense Adjustments</b>	0.00 \$	16,832
Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Non-Discretionary</b>	0.00 \$	(483)
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		

## Significant Budget Adjustments (continued)

Facilities	Positions	Cost
<b>Personnel Expense Adjustments</b>	0.00 \$	313,777
Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Support for Contractual Services</b>	0.00 \$	288,090
Increases to contractual services including elevator and HVAC maintenance, fire system certification, pest control, janitorial, refuse removal, and security services.		
<b>Non-Discretionary</b>	0.00 \$	105,337
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
<b>Support for Security Related Building Improvements</b>	0.00 \$	100,000
Increase for improved security screening in the City Administration Building.		
<b>Budgetary Savings Plan</b>	(1.00) \$	(140,424)
Reduction of 1.00 vacant Electrician and security service contracts for the City Administration Building (CAB) and Development Review Center (DRC). Since the events of September 11th, 2.00 Police Officers have been assigned to the CAB lobby to manage security for downtown City offices. The current contracted day security service for CAB and DRC has become an unnecessary expense and its elimination will not compromise downtown security.		

# General Services

## Significant Budget Adjustments (continued)

Storm Water Pollution Prevention	Positions	Cost
<b>Personnel Expense Adjustments</b>	0.00 \$	52,593
Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Non-Discretionary</b>	0.00 \$	21,065
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
<b>Position Swap-outs</b>	0.00 \$	(32,734)
Swap 2.00 Associate Management Analysts and 1.00 Code Compliance Officer for 2.00 Public Information Officers and 1.00 Drafting Aide to more accurately reflect the goals of the division.		
<b>Eliminate Expense for City Attorney Department Services</b>	0.00 \$	(183,000)
Removal of expense for attorney services. This will not result in a reduction of services since Storm Water Pollution Prevention and City Attorney are both General Fund departments.		
Station 38	Positions	Cost
<b>Personnel Expense Adjustments</b>	0.00 \$	19,111
Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Non-Discretionary</b>	0.00 \$	(952)
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
Citywide Deferred Maintenance	Positions	Cost
<b>Reduction of Citywide Deferred Maintenance Fund</b>	0.00 \$	(1,000,000)
Reduction of onetime allocation for Citywide deferred maintenance reallocated for Library Department deferred maintenance.		

## Significant Budget Adjustments (continued)

Central Stores	Positions	Cost
<b>Personnel Expense Adjustments</b>	0.00 \$	51,841
Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Transfer of Staffing from Equipment Division</b>	3.00 \$	131,631
Transfer of 3.00 Stock Clerks from Equipment Division pursuant to a Zero-Based Management Review recommendation for consolidation of storeroom services.		
<b>Non-Discretionary</b>	0.00 \$	46,925
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
<b>Support for Contractual Services</b>	0.00 \$	6,500
Increase to barcode and presort contract to support the Mail Center Operations Program.		
Print Shop	Positions	Cost
<b>Personnel Expense Adjustments</b>	0.00 \$	75,148
Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Non-Discretionary</b>	0.00 \$	61,585
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
<b>Budgetary Savings Plan</b>	0.00 \$	(1,385)
Reduction in cash transfers.		



# General Services

## Significant Budget Adjustments (continued)

Equipment - Operations	Positions	Cost
<b>Personnel Expense Adjustments</b>	0.00	\$ 388,219
Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Staffing and Support for Repair and Maintenance Program (Reimbursable)</b>	3.00	\$ 813,643
Addition of 3.00 Equipment Mechanics, auto repair parts, gasoline, and other fuel to support fleet growth due to Council mandated infrastructure improvements by the Water Department and MWWD. This increase is funded by the above departments.		
<b>Non-Discretionary</b>	0.00	\$ 190,516
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
<b>Budgetary Savings Plan</b>	0.00	\$ (16,110)
Reduction in professional services and cash transfers.		
<b>Transfer of Staffing to Central Stores Division</b>	(3.00)	\$ (131,631)
Transfer of 3.00 Stock Clerks to Central Stores Division pursuant to a Zero-Based Management Review (ZBMR) recommendation for consolidation of storeroom services.		
Equipment - Replacement	Postions	Cost
<b>Non-Discretionary</b>	0.00	\$ 1,136,400
Adjustments to reflect expenses that are determined outside of the department's direct control. Increase for Equipment and Vehicle Finance Program.		

# General Services

General Services			
	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 PROPOSED
Positions	417.31	434.27	436.42
Personnel Expense	\$ 23,923,950	\$ 25,309,475	\$ 26,407,950
Non-Personnel Expense	69,969,963	54,137,488	55,392,222
<b>TOTAL</b>	<b>\$ 93,893,913</b>	<b>\$ 79,446,963</b>	<b>\$ 81,800,172</b>

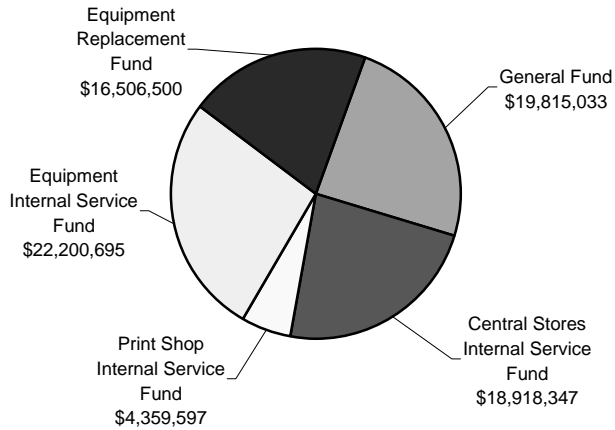
Department Staffing	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 PROPOSED
<b>GENERAL FUND</b>			
Purchasing	22.46	25.27	25.42
Administration	0.00	2.02	2.02
Facilities	138.25	141.27	140.27
Storm Water Pollution Prevention	12.00	25.36	25.36
Station 38	8.25	7.75	7.75
<b>Total</b>	<b>180.96</b>	<b>201.67</b>	<b>200.82</b>
<b>CENTRAL STORES INTERNAL SERVICE FUND</b>			
Central Stores	27.28	26.02	29.02
<b>Total</b>	<b>27.28</b>	<b>26.02</b>	<b>29.02</b>
<b>PRINT SHOP INTERNAL SERVICE FUND</b>			
Print Shop	36.07	35.52	35.52
<b>Total</b>	<b>36.07</b>	<b>35.52</b>	<b>35.52</b>
<b>EQUIPMENT INTERNAL SERVICE FUND</b>			
Equipment - Operations	173.00	171.06	171.06
<b>Total</b>	<b>173.00</b>	<b>171.06</b>	<b>171.06</b>

# General Services

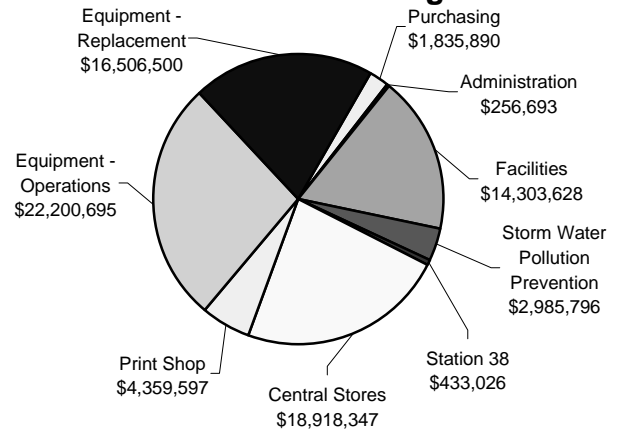
Department Expenditures	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 PROPOSED
<b>GENERAL FUND</b>			
Purchasing	\$ 1,453,135	\$ 1,795,175	\$ 1,835,890
Administration	-	240,344	256,693
Facilities	16,287,679	13,636,848	14,303,628
Storm Water Pollution Prevention	1,091,680	3,127,872	2,985,796
Station 38	408,906	414,867	433,026
<b>Total</b>	<b>\$ 19,241,400</b>	<b>\$ 19,215,106</b>	<b>\$ 19,815,033</b>
<b>CITYWIDE DEFERRED MAINTENANCE FUND</b>			
Citywide Deferred Maintenance	\$ -	\$ 1,000,000	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>
<b>CENTRAL STORES INTERNAL SERVICE FUND</b>			
Central Stores	\$ 26,001,114	\$ 18,681,450	\$ 18,918,347
<b>Total</b>	<b>\$ 26,001,114</b>	<b>\$ 18,681,450</b>	<b>\$ 18,918,347</b>
<b>PRINT SHOP INTERNAL SERVICE FUND</b>			
Print Shop	\$ 6,223,353	\$ 4,224,249	\$ 4,359,597
<b>Total</b>	<b>\$ 6,223,353</b>	<b>\$ 4,224,249</b>	<b>\$ 4,359,597</b>
<b>EQUIPMENT INTERNAL SERVICE FUND</b>			
Equipment - Operations	\$ 24,113,519	\$ 20,956,058	\$ 22,200,695
<b>Total</b>	<b>\$ 24,113,519</b>	<b>\$ 20,956,058</b>	<b>\$ 22,200,695</b>
<b>EQUIPMENT REPLACEMENT FUND</b>			
Equipment - Replacement	\$ 18,314,527	\$ 15,370,100	\$ 16,506,500
<b>Total</b>	<b>\$ 18,314,527</b>	<b>\$ 15,370,100</b>	<b>\$ 16,506,500</b>

# General Services

## Source of Funding



## Allocation of Funding



## Budget Dollars at Work

1,424 Facilities maintained  
88,542 Square feet (approximately) of roofs replaced  
222,934 Storeroom stock requests filled  
2,192,000 Pieces of United States Postal Service mail processed  
3,240 Obsolete/surplus City property items sold or redistributed  
112,530 Citizen calls received for public works emergencies or outages  
54,990 Purchases administered through Citywide Open Purchase Order Program  
2,450 Non-emergency fleet motive equipment pieces maintained  
3,488,000 Gallons of fuel purchased  
271 Vehicles purchased  
10,383 Print Shop requisitions completed  
38,144,803 Copies produced between Balboa and the downtown quick copy centers  
52,033,018 Press images produced annually  
1,359 Graphic requests processed  
44,500,012 Convenience copier volume produced Citywide  
36 Percent reduction in beach closures and postings  
12,909 Purchase orders issued

# General Services

## Key Performance Measures

	FY 2001 Actual	FY 2002 Budget	FY 2003 Proposed
Average cost per purchase order completed by Purchasing	\$88	\$117	<b>\$121</b>
Average cost per roofing repair and maintenance service request completed by Facilities	\$2,041	\$916	<b>\$1,357</b>
Average cost per square foot of City facilities painted by Facilities	\$0.92	\$0.83	<b>\$0.84</b>
Average cost per plumbing repair and maintenance service request completed by Facilities	\$316	\$222	<b>\$223</b>
Average cost per square foot of the City Administration Building and Development Review Center maintained by Facilities	\$2.50	\$2.40	<b>\$2.98</b>
Average cost per square feet of the World Trade Center maintained by Facilities <sup>(1)</sup>	\$6.00	\$5.66	<b>\$6.41</b>
Number of illegal discharge sites investigated by Storm Water Pollution Prevention	1,182	1,250	<b>1,350</b>
Average cost per illegal discharge site investigated by Storm Water Pollution Prevention <sup>(2)</sup>	\$434	\$905	<b>\$321</b>
Average cost per water monitoring sample collected by Storm Water Pollution Prevention	\$657	\$790	<b>\$930</b>
Average cost per storeroom operations inventory transaction completed by Central Stores	\$3.59	\$3.40	<b>\$3.94</b>
Average cost per sale or redistribution of surplus City property by Central Stores	\$15.89	\$13.66	<b>\$15.81</b>
Average annual cost per interoffice mail station served by Central Stores	\$1,370	\$1,094	<b>\$1,160</b>
Average annual sales per unique inventory item stocked by Central Stores	\$3,593	\$2,424	<b>\$2,828</b>
Average cost per copy made at a convenience copier administered by Print Shop	\$0.027	\$0.023	<b>\$0.028</b>

<sup>(1)</sup> Fiscal Year 2002 corrected.

<sup>(2)</sup> Reduction in Fiscal Year 2003 reflects division restructuring and removal of attorney services costs.

## Key Performance Measures (continued)

	FY 2001 Actual	FY 2002 Budget	FY 2003 Proposed
Average cost per document published by Print Shop	\$0.026	\$0.018	<b>\$0.017</b>
Average cost per copy made at the City Administration Building and Balboa Copy Centers administered by Print Shop <sup>(3)</sup>	\$0.024	\$0.022	<b>\$0.022</b>
Average cost per digital design request completed by Print Shop <sup>(4)</sup>	\$84	\$87	<b>\$86</b>
Average administrative cost per replacement vehicle purchased by Equipment - Operations <sup>(5)</sup>	\$1,120	\$929	<b>\$676</b>
Average administrative cost per pool equipment rental per day provided by Equipment - Operations <sup>(6)</sup>	\$15.57	\$3.63	<b>\$3.55</b>
Average cost per to pump a gallon of fuel provided by Equipment - Operations	\$1.54	\$1.23	<b>\$1.38</b>
Average cost per unscheduled repair and maintenance work order completed by Equipment - Operations	\$309	\$309	<b>\$335</b>
Average cost per scheduled repair and maintenance work order completed by Equipment - Operations	\$210	\$222	<b>\$211</b>

<sup>(3)</sup> Combines Balboa Quick Print and City Administration Quick Print performance measures.

<sup>(4)</sup> Combines graphics and layout/composition performance measures.

<sup>(5)</sup> Increase in Fiscal Year 2001 reflects unbudgeted outsourcing of work.

<sup>(6)</sup> Increase in Fiscal Year 2001 is due to a new rental/training structure.

# General Services

## Division/Major Program Descriptions

### Purchasing

The Purchasing Division is responsible for purchasing required services and items at the best possible price while meeting departments' operational requirements. Detailed specifications, inspection and testing of materials, and economic and life cost analysis, in conjunction with the competitive bidding process, determine the best-qualified responsive and responsible bidder. The division's Web Technology Program enhances Purchasing's ability to meet the procurement needs of City departments. The Vendor Outreach Program supports the City's Equal Opportunity Policy and fosters regional economic development.

### Administration

The Administration Division provides direction, policy, planning, and overall administration to all of the divisions within the City's General Services Department, and serves as the department's liaison with local, state, and federal agencies.

### Facilities

The Facilities Division is responsible for the day-to-day maintenance and repair of 1,424 City facilities, which includes preventive maintenance, responding to calls for emergency repair, and performing deferred maintenance repairs as funding allows. Deferred maintenance work includes re-roofing facilities, replacing air conditioning systems and boilers, making structural improvements, and various cosmetic repairs such as replacing carpet, tile, and paint.

### Storm Water Pollution Prevention

The Storm Water Pollution Prevention Division has been designated as the lead in achieving both the Mayor's Goal #4, *Clean Up Our Beaches and Bays*, and compliance with the updated Storm Water Discharge Permit issued by the Regional Water Quality Control Board. The division's main objective is to identify sources of pollution and abate them through enforcement, education, monitoring, and implementation of a Citywide Urban Runoff Management Plan (URMP) and Storm Water Best Management Practices (BMP).

### Central Stores

The Central Stores Division is an Internal Service Fund responsible for: procurement, storage, and delivery of consumable materials and supplies needed for the daily operations of City Departments from 15 Storeroom locations; storage, internal distribution, and public sale of approximately 3,240 lots of obsolete and surplus City property; daily collection, sorting, metering, and delivery of City interoffice and US Postal Service mail for 226 designated City mail stations; accounts payable and contract administration for 235 vendor accounts in the Citywide Open Purchase Order Program; and dispatching of City crews for approximately 112,530 annual resident calls reporting public service emergencies and service outages.

## Division/Major Program Descriptions (continued)

### Print Shop

The Print Shop Division is comprised of Printing Operations, Printing Services, and Citywide Photocopy Programs. Printing Operation completes printing requests within production schedule requirements while producing an annual minimum volume of 52,000,000 press images. Printing Services provides graphic design, electronic publishing, lithography, plate making, offset printing, electrostatic printing and bindery to produce visual materials for all City departments to support public information needs. The Citywide Photocopy Program administers the City's convenience copier program by providing over 400 walk-up copiers for Citywide departmental needs and overseeing the main quick copy facility at the Balboa site and the satellite quick copy center downtown at the City Administration Building.

### Equipment

The Equipment Division is responsible for acquisition, fitting, and disposal activities of the City's non-public safety motive fleet to insure City requirements are met; providing support services to other City departments, including equipment rental, fleet fueling, training, and hauling services; and providing scheduled and unscheduled maintenance and repair of the motive fleet, including the provision of parts, vehicle body repair, painting, machining, and special shop services such as metal fabrication.



# General Services

## Salary Schedule

### GENERAL FUND

#### Purchasing

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1106	Senior Management Analyst	1.00	<b>1.00</b>	82,619	82,619
1107	Administrative Aide II	1.00	<b>1.00</b>	57,969	57,969
1218	Associate Management Analyst	1.00	<b>1.00</b>	73,969	73,969
1282	Procurement Specialist	7.55	<b>8.15</b>	63,850	520,377
1348	Information Systems Analyst II	1.00	<b>1.00</b>	73,120	73,120
1575	Data Entry Operator	1.00	<b>1.00</b>	46,154	46,154
1746	Word Processing Operator	7.70	<b>7.25</b>	42,955	311,421
1783	Principal Procurement Spec	1.00	<b>1.00</b>	81,239	81,239
1850	Senior Procurement Specialist	1.00	<b>1.00</b>	69,507	69,507
1876	Executive Secretary	0.01	<b>0.01</b>	60,400	604
1879	Senior Clerk/Typist	1.00	<b>1.00</b>	50,725	50,725
1917	Supervising Management Analyst	1.00	<b>1.00</b>	90,603	90,603
2153	Deputy City Manager	0.01	<b>0.01</b>	208,800	2,088
2176	Purchasing Agent	1.00	<b>1.00</b>	130,886	130,886
	Temporary Help	0.00	<b>0.00</b>		530
	Overtime Budgeted	0.00	<b>0.00</b>		7,130
<b>Total</b>		<b>25.27</b>	<b>25.42</b>	<b>\$</b>	<b>1,598,941</b>

#### Administration

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1876	Executive Secretary	1.01	<b>1.01</b>	60,381	60,985
2132	Department Director	1.00	<b>1.00</b>	162,409	162,409
2153	Deputy City Manager	0.01	<b>0.01</b>	208,800	2,088
<b>Total</b>		<b>2.02</b>	<b>2.02</b>	<b>\$</b>	<b>225,482</b>

#### Facilities

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1104	Account Clerk	2.00	<b>2.00</b>	44,540	89,080
1106	Senior Management Analyst	1.00	<b>0.00</b>		0
1153	Assistant Engineer-Civil	1.00	<b>1.00</b>	77,335	77,335
1225	Associate Engineer-Mechanical	1.00	<b>1.00</b>	91,003	91,003
1273	Building Maint Supervisor	4.00	<b>4.00</b>	84,224	336,896
1274	Building Supervisor	1.00	<b>1.00</b>	55,291	55,291
1275	Building Services Supervisor	1.00	<b>1.00</b>	63,797	63,797
1279	Sr Building Maintenance Supv	1.00	<b>1.00</b>	106,313	106,313
1280	Building Service Technician	18.00	<b>18.00</b>	47,072	847,296
1288	Carpenter	17.00	<b>17.00</b>	60,350	1,025,950
1290	Carpenter Supervisor	2.00	<b>2.00</b>	70,401	140,802

## Salary Schedule (continued)

## Facilities (continued)

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1328	Apprentice - Electrician	2.00	<b>2.00</b>	50,770	101,540
1348	Information Systems Analyst II	1.00	<b>1.00</b>	73,120	73,120
1389	Custodian II	10.00	<b>10.00</b>	39,108	391,080
1401	Information Systems Technician	0.00	<b>1.00</b>	57,164	57,164
1423	Senior Drafting Aide	1.00	<b>1.00</b>	59,093	59,093
1428	Electrician	18.00	<b>17.00</b>	65,796	1,118,532
1431	Electrician Supervisor	2.00	<b>2.00</b>	76,348	152,696
1510	Heating Technician	6.50	<b>6.50</b>	66,887	434,765
1511	Heat, Vent & A/C Supv	1.00	<b>1.00</b>	75,890	75,890
1535	Clerical Assistant II	2.00	<b>2.00</b>	41,622	83,244
1597	Locksmith	1.50	<b>1.50</b>	60,905	91,357
1601	Construction Estimator	3.75	<b>2.75</b>	74,007	203,520
1635	Painter	16.00	<b>16.00</b>	59,486	951,776
1637	Painter Supervisor	1.00	<b>1.00</b>	67,874	67,874
1648	Payroll Specialist II	1.00	<b>1.00</b>	49,106	49,106
1672	Plasterer	1.00	<b>1.00</b>	61,278	61,278
1675	Plumber	9.00	<b>9.00</b>	64,999	584,991
1677	Plumber Supervisor	1.00	<b>1.00</b>	76,348	76,348
1746	Word Processing Operator	1.00	<b>1.00</b>	42,955	42,955
1802	Senior Locksmith	1.00	<b>1.00</b>	66,000	66,000
1810	Refrigeration Mechanic	5.50	<b>5.50</b>	64,335	353,842
1819	Roofer	3.00	<b>3.00</b>	57,155	171,465
1876	Executive Secretary	0.01	<b>0.01</b>	60,400	604
1913	Senior Refrigeration Mechanic	3.00	<b>3.00</b>	69,735	209,205
1917	Supervising Management Analyst	0.00	<b>1.00</b>	90,603	90,603
2153	Deputy City Manager	0.01	<b>0.01</b>	208,800	2,088
2214	Deputy Director	1.00	<b>1.00</b>	130,886	130,886
	Bilingual - Regular	0.00	<b>0.00</b>		1,233
	Field Training Pay	0.00	<b>0.00</b>		75,507
	Standby Pay	0.00	<b>0.00</b>		9,660
	Pesticide App Lic	0.00	<b>0.00</b>		3,500
	Overtime Budgeted	0.00	<b>0.00</b>		78,703
	<b>Total</b>	<b>141.27</b>	<b>140.27</b>	<b>\$</b>	<b>8,703,388</b>

# General Services

## Salary Schedule (continued)

### Storm Water Pollution Prevention

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1106	Senior Management Analyst	0.00	<b>1.00</b>	82,619	82,619
1153	Assistant Engineer-Civil	1.00	<b>0.00</b>		0
1218	Associate Management Analyst	3.00	<b>0.00</b>		0
1221	Associate Engineer-Civil	1.00	<b>1.00</b>	89,748	89,748
1227	Associate Planner	1.00	<b>1.00</b>	71,216	71,216
1356	Code Compliance Officer	7.00	<b>6.00</b>	51,834	311,004
1357	Code Compliance Supervisor	1.00	<b>1.00</b>	59,838	59,838
1422	Drafting Aide	0.00	<b>1.00</b>	54,394	54,394
1535	Clerical Assistant II	1.00	<b>1.00</b>	41,622	41,622
1580	Laboratory Technician	1.34	<b>1.34</b>	56,581	75,818
1622	Biologist III	2.00	<b>2.00</b>	84,594	169,188
1624	Biologist II	1.00	<b>1.00</b>	73,064	73,064
1746	Word Processing Operator	1.00	<b>1.00</b>	42,955	42,955
1776	Public Information Clerk	1.00	<b>1.00</b>	44,744	44,744
1777	Public Information Officer	0.00	<b>2.00</b>	56,322	112,644
1855	Senior Civil Engineer	0.00	<b>1.00</b>	103,708	103,708
1876	Executive Secretary	0.01	<b>0.01</b>	60,400	604
1879	Senior Clerk/Typist	2.00	<b>2.00</b>	50,725	101,450
1940	Supv Public Info Officer	1.00	<b>1.00</b>	76,451	76,451
2153	Deputy City Manager	0.01	<b>0.01</b>	208,800	2,088
2250	Assistant Deputy Director	1.00	<b>1.00</b>	111,028	111,028
	Temporary Help	0.00	<b>0.00</b>		42,000
	Overtime Budgeted	0.00	<b>0.00</b>		2,982
	<b>Total</b>	<b>25.36</b>	<b>25.36</b>	<b>\$</b>	<b>1,669,165</b>

### Station 38

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1766	Public Works Dispatcher	6.75	<b>6.75</b>	50,669	342,016
1767	Public Works Dispatch Supv	1.00	<b>1.00</b>	57,573	57,573
	Overtime Budgeted	0.00	<b>0.00</b>		18,592
	<b>Total</b>	<b>7.75</b>	<b>7.75</b>	<b>\$</b>	<b>418,181</b>

<b>GENERAL FUND TOTAL</b>	<b>201.67</b>	<b>200.82</b>	<b>\$</b>	<b>12,615,157</b>
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## Salary Schedule (continued)

## CENTRAL STORES INTERNAL SERVICE FUND

## Central Stores

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1104	Account Clerk	2.00	<b>2.00</b>	44,540	89,080
1236	Auto Messenger	7.00	<b>7.00</b>	38,405	268,835
1237	Payroll Specialist I	1.00	<b>1.00</b>	46,662	46,662
1282	Procurement Specialist	1.00	<b>1.00</b>	63,850	63,850
1533	Stores Operations Supervisor	1.00	<b>1.00</b>	63,862	63,862
1535	Clerical Assistant II	2.00	<b>2.00</b>	41,622	83,244
1876	Executive Secretary	0.01	<b>0.01</b>	60,400	604
1879	Senior Clerk/Typist	1.00	<b>1.00</b>	50,736	50,736
1899	Stock Clerk	5.50	<b>8.50</b>	43,878	372,959
1901	Storekeeper III	1.00	<b>1.00</b>	57,538	57,538
1902	Storekeeper I	4.00	<b>4.00</b>	50,076	200,304
2153	Deputy City Manager	0.01	<b>0.01</b>	208,800	2,088
2214	Deputy Director	0.50	<b>0.50</b>	130,896	65,448
	Overtime Budgeted	0.00	<b>0.00</b>		15,414
	<b>Total</b>	<b>26.02</b>	<b>29.02</b>		<b>\$ 1,380,624</b>

# General Services

## Salary Schedule (continued)

### PRINT SHOP INTERNAL SERVICE FUND

#### Print Shop

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1104	Account Clerk	2.00	<b>2.00</b>	44,543	89,085
1107	Administrative Aide II	1.00	<b>1.00</b>	57,969	57,969
1235	Multimedia Production Coord	1.00	<b>1.00</b>	64,706	64,706
1261	Bindery Worker II	10.00	<b>10.00</b>	41,156	411,560
1262	Bindery Worker III	2.00	<b>2.00</b>	46,273	92,546
1401	Information Systems Technician	1.00	<b>1.00</b>	57,175	57,175
1489	Graphic Design Supervisor	1.00	<b>1.00</b>	67,779	67,779
1490	Graphic Designer	4.00	<b>4.00</b>	57,870	231,480
1535	Clerical Assistant II	1.00	<b>1.00</b>	41,622	41,622
1583	Layout Composer	2.00	<b>2.00</b>	50,946	101,892
1595	Lithographic Technician	2.00	<b>2.00</b>	55,225	110,450
1632	Offset Press Operator	1.00	<b>1.00</b>	48,641	48,641
1736	Print Shop Supervisor	1.00	<b>1.00</b>	79,816	79,816
1765	Offset Press Supervisor	1.00	<b>1.00</b>	65,176	65,176
1868	Senior Offset Press Operator	5.00	<b>5.00</b>	54,755	273,777
1876	Executive Secretary	0.01	<b>0.01</b>	60,400	604
2153	Deputy City Manager	0.01	<b>0.01</b>	208,800	2,088
2214	Deputy Director	0.50	<b>0.50</b>	130,896	65,448
	Overtime Budgeted	0.00	<b>0.00</b>		17,238
	<b>Total</b>	<b>35.52</b>	<b>35.52</b>	<b>\$</b>	<b>1,879,052</b>

## Salary Schedule (continued)

### EQUIPMENT INTERNAL SERVICE FUND

#### Equipment - Operations

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1104	Account Clerk	2.00	<b>2.00</b>	44,543	89,086
1106	Senior Management Analyst	1.00	<b>1.00</b>	82,619	82,619
1225	Associate Engineer-Mechanical	1.00	<b>1.00</b>	91,007	91,007
1250	Fleet Parts Buyer	4.00	<b>4.00</b>	61,256	245,024
1264	Body And Fender Mechanic	2.00	<b>2.00</b>	61,777	123,554
1348	Information Systems Analyst II	1.00	<b>1.00</b>	73,120	73,120
1389	Custodian II	2.00	<b>2.00</b>	39,108	78,216
1401	Information Systems Technician	1.00	<b>1.00</b>	57,164	57,164
1435	Equipment Repair Supervisor	9.00	<b>9.00</b>	76,596	689,362
1437	Equipment Mechanic	76.00	<b>79.00</b>	62,881	4,967,599
1440	Equipment Operator II	1.00	<b>1.00</b>	59,009	59,009
1442	Equipment Trainer	1.00	<b>1.00</b>	63,455	63,455
1446	Equipment Painter	1.00	<b>1.00</b>	62,918	62,918
1447	Equipment Service Writer	2.00	<b>2.00</b>	67,729	135,458
1450	Sr Motive Service Technician	16.00	<b>16.00</b>	52,865	845,840
1452	Motive Service Technician	10.00	<b>10.00</b>	48,332	483,320
1512	Heavy Truck Driver II	1.00	<b>1.00</b>	53,936	53,936
1535	Clerical Assistant II	2.00	<b>2.00</b>	41,625	83,249
1602	Machinist	2.00	<b>2.00</b>	65,726	131,452
1616	Metal Fabrication Supervisor	1.00	<b>1.00</b>	74,094	74,094
1648	Payroll Specialist II	1.00	<b>1.00</b>	49,133	49,133
1746	Word Processing Operator	1.00	<b>1.00</b>	42,955	42,955
1762	Fleet Manager	2.00	<b>2.00</b>	102,788	205,575
1876	Executive Secretary	0.03	<b>0.03</b>	60,400	1,812
1899	Stock Clerk	11.00	<b>8.00</b>	43,877	351,016
1978	Utility Worker I	2.00	<b>2.00</b>	42,345	84,690
1982	Vehicle And Fuel Clerk	2.00	<b>2.00</b>	43,278	86,556
1985	Welder	15.00	<b>15.00</b>	60,086	901,290
2153	Deputy City Manager	0.03	<b>0.03</b>	208,933	6,268
2214	Deputy Director	1.00	<b>1.00</b>	130,886	130,886
	Ex Perf Pay-Classified	0.00	<b>0.00</b>		17,000
	Tech Cert Pay	0.00	<b>0.00</b>		14,872
	ASE Cert	0.00	<b>0.00</b>		22,209
	Overtime Budgeted	0.00	<b>0.00</b>		129,373
	<b>Total</b>	<b>171.06</b>	<b>171.06</b>		<b>\$ 10,533,117</b>

GENERAL SERVICES TOTAL

434.27

436.42

\$ 26,407,950

# General Services

## Five-Year Expenditure Forecast

	FY 2003 PROPOSED	FY 2004 FORECAST	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST
Positions	436.42	504.67	515.67	522.17	528.17
Personnel Expense	\$ 26,407,950	\$ 31,603,107	\$ 35,842,043	\$ 40,236,403	\$ 45,044,447
Non-Personnel Expense	55,392,222	62,808,513	68,498,616	74,447,836	80,628,646
TOTAL EXPENDITURES	\$ 81,800,172	\$ 94,411,620	\$ 104,340,659	\$ 114,684,239	\$ 125,673,093

### Fiscal Year 2004

#### Facilities

Addition of 28.50 positions and expense for continued support of tenant improvements.

Additional expense to reconfigure office space and trade shops for scheduled move to Chollas Operations Yard.

Addition of 3.75 positions and support necessary to maintain and repair new facilities.

#### Storm Water Pollution Prevention

Addition of 36.00 positions and support as identified in the Urban Runoff Management Plan (URMP) to comply with the updated Municipal Storm Water Permit.

#### Equipment - Operations

Additional support for anticipated rise in fuel prices due to Governor's elimination of methyl tertiary-butyl ether (MTBE) gasoline additive.

### Fiscal Year 2005

#### Facilities

Addition of 5.00 positions and support necessary to maintain and repair new facilities.

Additional support costs for scheduled move to Chollas Operations Yard.

#### Storm Water Pollution Prevention

Additional support as identified in the URMP to comply with the updated Municipal Storm Water Permit.

#### Equipment - Operations

Addition of 2.00 Equipment Repair Supervisors, 2.00 Stock Clerks, 2.00 Custodians and shop equipment for new repair facilities to be constructed by MWW and Water Department.

### Fiscal Year 2006

#### Facilities

Addition of 6.50 positions and support necessary to maintain and repair new facilities.

#### Storm Water Pollution Prevention

Additional support as identified in the URMP to comply with the updated Municipal Storm Water Permit.

#### Equipment - Operations

Additional support for anticipated rise in fuel prices when California Air Resource Board low sulphur diesel requirements take effect.

### Fiscal Year 2007

#### Facilities

Addition of 6.00 positions and support necessary to maintain and repair new facilities.

#### Storm Water Pollution Prevention

Additional support as identified in the URMP to comply with the updated Municipal Storm Water Permit.

## Revenue and Expense Statement

<b>CENTRAL STORES INTERNAL SERVICE FUND 50010</b>	<b>FY 2001 ACTUAL</b>	<b>FY 2002 ESTIMATED</b>	<b>FY 2003 PROPOSED</b>
<b>BEGINNING BALANCE AND RESERVE</b>			
Total Balance from Prior Year	\$ 354,751	\$ 632,019	\$ 831,903
<b>REVENUE</b>			
Reimbursed Material	\$ 23,784,014	\$ 23,822,610	\$ 16,959,015
Surcharge Revenue	2,091,515	2,099,281	1,544,231
Surplus Property Sales	25,706	23,000	15,500
Surplus Property Surcharge	78,115	56,000	75,000
Interoffice Mail Delivery	242,081	259,686	250,001
Central Stores Administrative Services	53,932	54,000	9,500
Miscellaneous Revenue	3,019	-	-
<b>TOTAL REVENUE</b>	<b>\$ 26,278,382</b>	<b>\$ 26,314,577</b>	<b>\$ 18,853,247</b>
<b>TOTAL BALANCE AND REVENUE</b>	<b>\$ 26,633,133</b>	<b>\$ 26,946,596</b>	<b>\$ 19,685,150</b>
<b>EXPENSE</b>			
<b>OPERATING EXPENSE</b>			
Personnel and Non-Personnel Expense	\$ 1,881,528	\$ 2,086,997	\$ 1,950,832
Inventory Purchases	24,119,586	24,027,696	16,967,515
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 26,001,114</b>	<b>\$ 26,114,693</b>	<b>\$ 18,918,347</b>
<b>RESERVE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BALANCE</b>	<b>\$ 632,019</b>	<b>\$ 831,903</b>	<b>\$ 766,803</b>
<b>TOTAL EXPENSE, RESERVE AND BALANCE</b>	<b>\$ 26,633,133</b>	<b>\$ 26,946,596</b>	<b>\$ 19,685,150</b>



# General Services

## Revenue and Expense Statement

### PRINT SHOP INTERNAL SERVICE FUND 50020

	FY 2001 ACTUAL	FY 2002 ESTIMATED	FY 2003 PROPOSED
<b>BEGINNING BALANCE AND RESERVE</b>			
Balance from Prior Year	\$ 1,306,935	\$ 1,594,676	\$ 1,291,834
Redistribution of Fees and Charges	724,638	-	-
<b>TOTAL BALANCE</b>	<b>\$ 2,031,573</b>	<b>\$ 1,594,676</b>	<b>\$ 1,291,834</b>
<b>REVENUE</b>			
Bindery Operations	\$ 62,000	\$ 442,017	\$ 437,784
Balboa Copy Center	740,585	703,556	574,549
City Administration Building (CAB) Quick Print	434,790	456,530	274,644
Blueprinting Operations	86,324	185,121	84,431
Photocopy Program	1,600,377	1,459,819	1,271,895
Lithography Operations	12,000	92,892	164,489
Printing Operations	2,347,274	1,636,982	1,032,565
Layout and Composition	22,000	100,354	101,000
Graphics and Photography	476,176	400,000	325,000
Miscellaneous Revenue	4,930	-	25,000
<b>TOTAL REVENUE</b>	<b>\$ 5,786,456</b>	<b>\$ 5,477,271</b>	<b>\$ 4,291,357</b>
<b>TOTAL BALANCE AND REVENUE</b>	<b>\$ 7,818,029</b>	<b>\$ 7,071,947</b>	<b>\$ 5,583,191</b>
<b>EXPENSE</b>			
<b>OPERATING EXPENSE</b>			
Personnel Expense	\$ 1,682,634	\$ 1,721,736	\$ 1,879,052
Non-Personnel Expense	4,540,719	4,058,377	2,480,545
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 6,223,353</b>	<b>\$ 5,780,113</b>	<b>\$ 4,359,597</b>
<b>RESERVE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BALANCE</b>	<b>\$ 1,594,676</b>	<b>\$ 1,291,834</b>	<b>\$ 1,223,594</b>
<b>TOTAL EXPENSE, RESERVE AND BALANCE</b>	<b>\$ 7,818,029</b>	<b>\$ 7,071,947</b>	<b>\$ 5,583,191</b>